

TO:	<i>ContractorName.</i> <i>ContractorAddress</i> <i>City ST Zip</i>	<i>Date</i>
FROM:	Tim Mason, Administrator Division of Public Works	
RE:	DPW Project No. XX-XXX <i>ProjectName</i> <i>ProjectLocation</i>	

Letter Change Order Number *Number*

The Letter Contract dated *date* is hereby amended to provide for additional work to *Scope of Work*.

This notice is your authorization to proceed with the increased scope of services for a not-to-exceed sum increase to your contract of \$beginning_amount for a new total not-to-exceed contract of \$revised_amount.

Coordinate your work through *ProjMgrName*, Project Manager, Phone: *ProjMgrPhone*.

Please acknowledge this amendment by signing and returning one copy. The duplicate is to be retained in your file.

ContractorName

cc: *ProjMgrName*
AgencySigAuth
AgencyRep
Tax Commission
Fiscal

DATE_____

Fed. Tax ID # _____